

**U.S. MARINE CORPS  
CIVILIAN HUMAN RESOURCES OFFICE  
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **08-16**

Date: 15 Jan 16

**POSITION VACANCY ANNOUNCEMENT**

**Eligible employees** who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

**\*\*\* PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCEPTED \*\*\***

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を毎切日の 16:30 までに人事部日本人雇用係（キャンブフォスター建物番号 495、2 階）に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい  
**メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。**

PWO #: <b>005</b>		Position title: <b>Administrative Officer, #249, BWT-1, Grade-7</b>	
<b>MLC F/T Permanent</b>		Number of position(s): <b>1</b>	
		Location: <b>Camp Hansen</b>	
Organization: <b>MCB, Camp S. D. Butler, G-F Division, Environmental Affairs Branch</b>			
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 沖縄県内にて雇用されている全 <b>MLC/IHA</b> 従業員		Closing date: (提出期限) <b>22 Jan 16</b>	
<b>Summary of duties:</b> Establishes, implements, and maintains a comprehensive multimedia program for environmental support services at the Camp level for multiple Camps and training ranges in Northern Okinawa. Acts as an environmental expert for the Camp(s) and Unit Commander(s) under the cognizance of the Lead and Camp Environmental Coordinators to ensure compliance with all applicable environmental regulations. Keeps the Camp Commander(s) informed of the status of all environmental programs and provide briefings as necessary. Major services provided include, but are not limited to developing and managing Camp Specific programs for environmental areas outlined in with the Japan Environmental Governing Standards (JEGS), performing regular inspections for environmental compliance, performing an annual Environmental Compliance Evaluation (ECE), developing spill response and clean up plans and capabilities, identifying and supporting environmental training needs, identifying projects to mitigate environmental risk and enhance the environment, conducting range and tacit farm assessments, and supporting the Environmental Engineering and Science section and Total Waste Management section on special projects. Using scientific knowledge of the environmental management, maintains and assists with development of specific programs in the area of air, water, waste, PCB's spill response, Petroleum, Oils, and Lubricants (POL), Cultural and Natural Resources (CNR) or other environmental programs as required. Identifies in writing, English and Japanese, areas of non-compliance on the Camps (s) and perform environmental analysis to determine the best method to mitigate the problem. Must have a professional understanding of environmental science (geology, biology, environmental engineering) to successfully meet the needs of the section. Maintains records in accordance with regulations. Supports Futenma Relocation Facility (FRF) project. Provides technical environmental assistance to Marine Corps units and tenant activities throughout the Camp(s). Supports MCB Butler Environmental Management System (EMS) by following and implementing EMS standard operating procedures, updating practice aspect and impact (PAI) inventories and assisting unit implementation. Active member of the MCB Butler spill planning, response and clean-up team. Supports and updates Camp(s) Site Specific Spill Plans (SSSP) GIS database including all environmental related systems. Coordinates with and follows the technical guidance of FSMB on data mapping. Coordinates environmental issues and projects with Camp Commanders, the Engineering and Science Section, the Environmental Training Section, Total Waste Management Section, and key personnel in the Major Subordinate Commands (MSC) as appropriate.			
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"><li>1. Ability to speak, read and write Japanese and English at advanced proficiency level (LAD-4), exceptionally high comprehensive level and fluency in English and excellent oral and written communication skills are desirable.</li><li>2. Must be able to translate from English to Japanese and visa-versa both orally and written. Japanese skill should be at least at Japanese senior high school graduate level.</li><li>3. Must have a general knowledge of office automation software.</li><li>4. Must possess a valid driver's license.</li><li>5. Prefer Bachelors of Science Degree.</li><li>6. TOEIC 900 or higher and at least pre 1<sup>st</sup> degree EIKEN.</li></ol>			
<b>Required documents</b> <ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire</li><li>2. Copies of certificates/licenses</li></ol>		<b>必要書類:</b> <ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) &amp; 質問表</li><li>2. 免許証・終了証のコピー</li></ol>	